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## OFFICE OF GENERAL SEE

REPORT OF OPERATIONS

FROM: Chief, Records Management & Distribution Branch

TO: Chief, General Services

SUBJECT: Weekly Report of Operations for the period ending 25 February 1953

Per	somel	On Duty	Vacancies	In Process	
Red Red	ice of Chief s. Mgt. Section s, Center Section 1 Control Section		0 4 1 2 2 7	0 6 1 18 25	25X1
1.	No. on leave three days or more: Reds. Mgt. Section 1 Mnil Control Section 2 Records Center Sec. 2				
2,	No. on special detail out of office Records Ngt. Section-1 Full wee Records Center Sec0 Mail Control Sec1	2 Hou	a long?		
3.	Where: One Records Analyst to Jack One man in Transportation D			courier.	
<b>h.</b>	No. pending resignation, transfer a Records Management Section	- 0			
!	Records Center Mail Control	- 1 Yzw -14		7.29	25X1
5.	Specific cases on item 4 not in pre	vious repo	urta-		25X1
6.	New applicants interviewed One Recruited by this office None 811870100		•	onnel One	*

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25X1

## B. Administration and Problems:

25X1

Mail Control Section messenger, was assigned transportation run formerly performed by	to t	he
The "On Duity" armed courier was required to make one trip to t	the	hom

of Mr. Becker.

The late duty courier was required to make one trip to the home of to pick up material for return to 901-16th St., NW, (President's Committee on International Information Activities)

The Mail Control Section acquired a bicycle type delivery cart on a three day loan from the FI Section for effecting a trial run between buildings  $I_{\bullet}$   $J_{\bullet}$  K and  $L_{\bullet}$ 

visited the PDC, MPD, Fiscal and Commo registeries regarding the courier service and to distribute the posters for correctly addressing mail. Fourteen (14) posters were distributed.

Records Management & Distribution: In December one of the legal staff members in the Office of the General Counsel requested the assistance of the Records Management and Distribution Branch in reorganizing their files. In a further discussion of the problem this week, our representatives were referred to a girl who maintains a file for one office consisting of two cabinets. In the discussion it developed that she is concerned only with this one file and that she has rather fixed ideas as to what needs to be done. While no commitment has yet been made, it is not planned to take any action unless approval is given by the Chief of the Office for a survey which would take in all files of the Office.

Any assistance given by this office after the survey would be on the basis of our recommendations approved by the head of the office. From a Records Management viewpoint, there is nothing to be gained by using our analysts as clerical assistants in setting up small files for secretaries who will have the final decision as to systems employed.

The installation of the recommended filing system in the various divisions of the OP&S is a week behind the established schedule. The delay has occurred because both analysts assigned to this project were absent as the result of illness.

Colonel Grogan of the Historical Staff was experiencing difficulty in servicing the newspaper and magazine clippings maintained in his office. Upon his request, an analyst from this Branch reviewed the material and developed an acceptable plan for filling and finding the daily accretions of clippings. The plan will be installed and personnel trained in its use early next week. A VM periodic microfilm project was completed for the Office of Personnel. The material filmed was the contract control Kardex File.

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Indees filmed-Rotary Camera Flat-bed Camera Records Center-(all figures in cubic feet) Records received for processing and storage References to record material References to record material Records material destroyed Records material destroyed Records material for stock Information Reports Reforms SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS				Secondy the	This Week	Average Week 1st 6 Months
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### Flat-bed Camera	· · · · · ·				A C. Maryanana	21.300
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